



LANDSCAPE DOCUMENTATION PACKAGE CHECKLIST

COUNTY LANDSCAPE ARCHITECT

Application Processing

All applications for a Landscape Documentation Package must meet the following requirements. Incomplete applications will not be accepted; or if accepted, will be returned to the applicant.

First Check: The first plan check turn around time is 30 days from the date of submittal. Please return the corrected plans to the Zoning Counter with a copy of the plan check letter. Plans will not be accepted without this letter.

Second Check: The second plan check turn around time is 1 week after resubmittal.

Third Check: The third plan check turn around time is 1 week after resubmittal.

NOTE: If the landscape plan is not acceptable after the third plan check, a new fee and application will be required in order to continue.

General Requirements

Initial

_____ DPLU Application Form 346, signed, including Assessor's Parcel Numbers

_____ Two Complete Sets of the Landscape Design Plan

_____ Two Complete Sets of the Irrigation Plan

_____ Two Complete Sets of the Water Efficient Landscape Worksheet

_____ Two copies of the Grading Design Plan

_____ Two copies of the Soil Management Report

_____ All required information and layouts have been provided as per the Water Efficient Landscape Design Manual.

_____ One Copy of the project's Storm Water Management Plans (SWMPs) with all vegetated Best Management Practice's (BMPs) highlighted. Note: SWMPs are required for all landscape plan submittals, including Model Home Landscape Plans. SWMPs must be copy of approved set or most recent version, updated and highlighted for landscape review.

_____ Submittal fees for review and approval of Landscape Plans per the County's Fee Schedule.

_____ Plans are standard 24" X 36" blueprint sheets. **Any other size is not acceptable.**

_____ Scale is 1" = 20' or smaller (such as: 1" = 10' or 1" = 5')





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Plans are legible, professionally prepared and a print of an original drawing.
Photocopies are not acceptable.

Plans show plants and irrigation for all areas that require vegetated protection for erosion control, storm water management, or fuel management and for all areas that contain decorative landscaping.

If plans are for a single-family residential landscape project for a homeowner and the plans are prepared by a California licensed landscape contractor, evidence of a signed contract with the property owner acknowledging that the contractor will also install the landscaping has been submitted.

All sheets in the document set are signed, stamped, and dated along with a renewal date by the landscape professional licensed by the State of California (landscape architect, civil engineer, or architect) who has prepared the plans. A landscape contractor may also perform this requirement if the landscaping is for the homeowner of the single-family residential project.

Compliance Statement shall be provided on the title sheet for each set of plans as follows:

"I am familiar with the requirements for landscape and irrigation plans contained in the County Landscape Water Conservation regulations, in Title 8, Division 6, Chapter 7. I have prepared this plan in compliance with those regulations. I certify that the plan implements those regulations to provide efficient use of water."

NOTE: NO PLANS WILL BE ACCEPTED WITHOUT THIS STATEMENT.

Landscape Design Plan

Plan includes location, botanical name, common name, size and quantity of all retained plants.

Plan includes location, botanical name, common name, size and quantity of all new plants.

Soil amendment specifications and planting specifications

Mulch applied to a depth of at least 2" to all areas of bare soil

All buildings, property lines, paving, fencing, walls, and above ground utilities are shown.



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_____ A finish grading note such as: All landscape areas shall be finish graded to remove rocks and to ensure surface drainage away from buildings.

_____ Details, specifications, guarantees and necessary notes on all parking plans. Construction details of walls, fencing, lighting and paving for clarity of intent may be required.

_____ All required street trees are planted outside of the public right-of-way on private property. If tree planting is proposed within the public right-of-way, a copy of an encroachment permit issued by the Department of Public Works has been included with this submittal.

_____ All required screening (parking lots, trash enclosures, etc.) is shown on plans. Plants spaced and sized to insure 100% screening within two growing seasons.

_____ Root barrier is provided for all trees within 5 feet of hardscape.

_____ Landscape improvements, including, but not limited to, plants, berms, walls (decorative or retaining), signs, and structures have been selected and positioned so as to avoid obstructing views of motorists near intersections or aisles, drives, and pedestrian walkways. Tree's have been selected (and shall be maintained) such that, at mature size, scaffold branches will be a minimum of 60 inches above the finished grade.

_____ A note on the plans indicates who is responsible for maintaining the landscape, including the public right-of-way, in a healthy, disease free condition.

_____ Plantings adjacent to open space lots do not contain any non-native, invasive plants.

_____ Erosion control planting is provided for all slopes over 3 feet in vertical height and additional planting (as per Section 87.417 of the Grading Ordinance) is provided for slopes over 15 feet in vertical height.

_____ All vegetated BMPs, as per the approved Storm Water Management Plans, are shown on landscape plans as required by Section 67.804 (g) of the Watershed Protection, Storm Water Management, and Discharge Control Ordinance.



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Irrigation Plan

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- _____ Water meter location, size and available pressure are shown.
- _____ Point of connection and backflow prevention are shown on the irrigation plans. Include make and model number of backflow prevention device.
- _____ The irrigation legend provides a complete description of all the irrigation equipment.
- _____ Location, size, and type of valves and sprinklers (give make and model number in an irrigation legend).
- _____ Location, depth, size and type of pressure and lateral lines. Use of sleeves for pipes under driveways and paved surfaces.
- _____ All piping is sized, including sleeve pipe.
- _____ The system design pressure and the recorded static pressure or hydraulic gradeline information (with recording date) is indicated on the plans.
- _____ An automatic controller with a rain sensing override device is shown both graphically and described in the legend.
- _____ Details such as water filters and pressure regulators on any drip irrigation systems.
- _____ Irrigation layout is consistent with the Water Efficient Landscape Design Manual.
- _____ Avoid sprinkler risers in corner, along walls and parking areas. No overhead irrigation within 24" of an impermeable surface or in areas less than 8' wide in any direction.
- _____ Check valves/anti-drain valves shown on slopes where needed.
- _____ Temporary, on-grade irrigation is shown for areas planted solely with native vegetation. Temporary irrigation is required to help establish native vegetation and then shall be removed (typically two to three years after initial planting).



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_____ An overspray note such as: "Field adjust all sprinklers to eliminate overspray onto sidewalks or driveways."

_____ Details/specifications and guarantees on all irrigation plans.

Reclaimed Water: For Projects Using Reclaimed Water or Projects Where Reclaimed Water Will Be Available in the Future

The local water district has confirmed that reclaimed water is available and plans have been submitted and approved by the Department of Environmental Health prior to submittal to the Department of Planning and Land Use. Irrigation plans have the required RW# posted as required by DEH.

_____ RW# _____

_____ The local water district has confirmed that reclaimed water will be available in the future, or is currently available, and the submitted plans provide for a dual distribution system for all landscaped areas (dual distribution is required if potable water is used for areas where food is served or consumed).

Water Efficient Landscape Worksheet

_____ Hydrozone Information Table is complete and accurately conforms to the landscape design plan, irrigation plan and County regulatory requirements.

_____ Calculations of estimated total water use and maximum applied water allowance (water budget).

_____ CONFIRM THAT ESTIMATED TOTAL WATER USE DOES NOT EXCEED THE MAXIMUM APPLIED WATER ALLOWANCE.

Grading Design Plan

_____ Demonstrate the elimination or minimization of soil erosion, runoff and water waste resulting from precipitation or irrigation.

_____ Finished configuration and elevations of each landscaped area shown.

_____ Height of graded slopes shown.

_____ Drainage pattern shown.

_____ Pad elevations shown.



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_____ Finish grade shown.

_____ Any stormwater retention improvements shown.

Grading permit in lieu of grading design plan. If the project requires a grading permit and a plan, that grading plan may be used in lieu of a grading design plan provided it meets all of the grading design plan requirements listed above and the additional requirements of the Grading Ordinance listed below.

_____ All planting shown as required by Section 87.417 of the Grading Ordinance.

_____ All irrigation shown as required by Section 87.418 of the Grading Ordinance.

_____ Certification statement, as required by Section 87.401.a.2 (cuts) and 87.406.a (fills) for all slopes steeper than 2:1.

_____ Compliance Statement - per the Department of Public Works (DPW) – is provided on all sheets in document set prepared by, or under the direct supervision of, the California licensed landscape professional of record.

The required signed and dated compliance statements are as follows:

"I, _____, certify that the Landscape and Irrigation Plan as shown hereon per this grading plan L- _____ satisfy the grading ordinance requirements as stated per section 87.417 (planting) and section 87.418 (irrigation)."

Prior to the approval of the record plan, the licensed landscape professional of record shall certify that the landscape and irrigation has been constructed per the approved landscape and irrigation as is shown hereon.

Soil Management Report

If the project requires mass grading, the soil management report should be submitted with the Certificate of Completion. Otherwise it must be submitted as part of the Landscape Documentation Package.

_____ Soil analysis of the landscaped areas with information on the soil texture, soil infiltration rate, pH, total soluble salts, sodium, and percent of organic matter.

_____ Recommendations for improving the soil to efficiently utilize irrigation to sustain the health of landscape plantings.



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NOTE: For all building permit applications not requiring a discretionary review (per the zoning of the property), landscape plans shall be submitted to the Department of Planning and Land Use, when there is 5,000 square feet or more of single-family residential landscaped area or 1,000 square feet or more of any other type of landscaped area. All submittal requirements, certification of landscape plan compliance, reclaimed water, and off-street parking standards mentioned above are applicable and shall be addressed and initialed by the California licensed landscape professional of record upon submittal.

NOTE: All built structures proposed with the approval of these landscape plans shall require the applicant to obtain necessary building permit's to comply with the most current version of the County's Building, Electrical, Fire, and Plumbing Codes.

NOTE: When a Fire District requires District review and approval, the applicant shall first submit landscape plans for review to the Department of Planning and Land Use (DPLU). If plans require corrections, the applicant will be issued a comment letter outlining necessary revisions. At this time, the applicant shall make the corrections and then submit those 'revised' plans to the local Fire District for their review. Once the landscape plans have been approved by the Fire District, resubmit two sets of plans to the Department of Planning and Land Use (with the Fire District's approval stamp and signatures on plans). At this stage the plans should be ready for approval and there should be no further iteration submittals. The DPLU will review to assure corrections have been made and will then stamp the plans approved. The approved plans (two sets) will have both the DPLU and Fire District's approval stamp on the title sheet. If the plans are ready for approval after the first submittal, the DPLU will require the applicant to pick up the plans and proceed with the Fire District review as mentioned above. All other submittal procedures shall remain the same.

NOTE: Per Sections 86.720 and 86.722 of the San Diego County Code, the landscape professional who prepared the Landscape Documentation Package is required to submit (to the County Landscape Architect), prior to the issuance of a certificate of occupancy, or notice of completion, whichever is applicable, a Certificate of Completion acknowledging that the landscape improvements have been installed per the approved landscape plans. Periodic inspections may be conducted by the Department to verify conformance and corrections may be required if needed.

For additional information, please contact:

David Kahler
County Landscape Architect, RLA 3945
Department of Planning and Land Use
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As a landscape professional licensed by the State of California, I hereby acknowledge that the preceding items initialed by me are provided on the attached landscape plans. I understand that the Department of Planning and Land Use may verify compliance.

Signature

Date

Name

Phone No.

License No.

Renewal Date

SUMMARY OF LANDSCAPE APPROVAL PROCESS

